

MIAMI-DADE CORRECTIONS & REHABILITATION DEPARTMENT



CORRECTIONAL OFFICER

(NON-CERTIFIED AND CERTIFIED)

TO BE HIRED AS A CORRECTIONAL
OFFICER, THE CRIMINAL
JUSTICE STANDARDS AND TRAINING COMMISSION
REQUIRES THAT:

- ❶ Applicant must be at least 19 years of age.
- ❷ Applicant must be a United States Citizen.
- ❸ Applicant must be a High School graduate or its "equivalent".

The Criminal Justice Standards and Training Commission shall consider successful completion of the General Education Development (G.E.D.) test, as prescribed by the Florida State Department of Education as the equivalent of a high school graduate. The commission must evaluate all foreign high school diplomas.

- ❹ Applicant must not have been convicted of a felony or a misdemeanor involving perjury or a false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of a felony or a misdemeanor involving perjury or false statement shall not be eligible for employment or appointment as a Correctional Officer, not withstanding suspension of sentence or withholding of adjudication. The applicant must not have been released or discharged from any of the Armed Forces of the United States under any other condition than honorable.
- ❺ Applicant must have his/her fingerprints on file with the Criminal Justice Standards and Training Commission or an agency designated by the Commission. (The Corrections and Rehabilitation Department will take the fingerprints and forward them to the FBI).
- ❻ Applicant must pass a medical examination by a licensed physician based on specifications established by the Commission.
- ❼ Applicant must be of good moral character as determined by a thorough background investigation.

STEPS IN THE SELECTION PROCESS

Applicants wishing to become a Miami-Dade County Correctional Officer will be subject to the following process: Criminal Justice Basic Abilities Test (CJBAT)*, Polygraph Examination, Psychological Examination, Thorough Background Investigation, Medical Examination to include Alcohol and Drug Screening.

* Not required if you are a State of Florida Certified (or certifiable) Correctional Officer.

Processing of your background will not begin until you have submitted all required documents [e.g., F-BAT, birth certificate, high school diploma or G.E.D., DD214, Florida Drivers License, G-641, social security card, name change, final divorce decree (if applicable), final disposition of driving infractions or arrests (if applicable)]. Employment decisions will be made after all of the above steps have been successfully completed. **Eligible candidates who are not Certified Correctional Officers will be required to attend the Pre-Service Institute for approximately eighteen weeks. During this time, trainees will be considered Miami-Dade County employees and will receive a trainee salary of \$1128.13 biweekly, tuition, uniforms and employment benefits.**



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Thank you for applying for the position of Correctional Officer with the Miami-Dade Corrections and Rehabilitation Department. Please read the following information concerning our selection process.

NON-CERTIFIED CORRECTIONAL OFFICER APPLICANTS

To begin our selection process, you will be required to attend an orientation session. Orientation sessions will be conducted at the Miami-Dade Corrections and Rehabilitation Department Headquarters, located at Martin Luther King, Jr. Office Plaza, 2525 N.W. 62nd Street, 2nd Floor, the second Monday of every month from 6:00 p.m. - 8:00 p.m. (excluding holidays). Additionally, orientation sessions will be conducted at Miami-Dade Community College, North Campus, 11380 N.W. 27 Avenue, Building 8000, Room 9105 every Tuesday evening from 6:00 p.m. to 8:00 p.m.

You must report for orientation on time in business attire (shirt and tie required for men); you must also bring a black ball-point pen. During orientation, you will receive information and be registered for the **Criminal Justice Basic Abilities Test (CJBAT) - \$25.00** which is a basic requirement for acceptance into the Correctional Officer Training Academy.

After passing the CJBAT you must bring your passing scores to our Personnel Bureau, located at Martin Luther King, Jr. Office Plaza, 2525 N.W. 62nd Street, 2nd Floor. Office hours are 8:30 a.m. - 4:00 p.m., Monday through Friday (excluding holidays).

Eligible candidates will be required to attend the Pre-Service Institute for approximately **eighteen weeks**. During this time, trainees will receive a trainee salary of **\$1128.13** biweekly, tuition, uniforms and employment benefits.

CERTIFIED CORRECTIONAL OFFICER APPLICANTS

In order to begin the selection process, you must bring proof of certification to the Personnel Bureau, located at Martin Luther King Jr. Office Plaza, 2525 N.W. 62nd Street, 2nd Floor. Office hours are 8:30 a.m. - 4:00 p.m., Monday through Friday (excluding holidays). Acceptable proof of certification is:

- Basic Recruit Certificate/Certificate of Compliance for Correctional Officers issued by the Florida Department of Law Enforcement as prescribed in Chapter 943 of Florida Statutes
- OR
- Certificate of Completion issued by an accredited school of criminal justice which indicates satisfactory completion of basic corrections training **AND** the report of results of the Florida Correctional Officer Certification Examination, indicating passing scores in all five components of the test.

You will be subject to a thorough Background Investigation and the following examinations: Polygraph, Psychological and Medical to include alcohol and drug screening.

Processing of your background will **not** begin until you have submitted all **required documents** (i.e., birth certificate, high school diploma or G.E.D., Florida Drivers License and social security card). Additionally, the following documents must also be submitted **if applicable**: G-641, DD214, name change, final divorce decree, marriage certificate and final disposition of driving infractions or arrests. *Employment decisions will be made after all applicable steps have been successfully completed.*

If you have additional questions, you may contact our Personnel Bureau at (786) 263-6000.

“Delivering Excellence Every Day”